



TENANT IMPROVEMENTS FOR COMMERCIAL BUILDINGS

Commercial "shell" buildings are often built without specific information as to the eventual tenants of the leased spaces. Also, occupancy or use of tenant spaces may change during the life of a commercial building. Any of the below listed items may be required with any given tenant improvement plan submittal. This is only a partial list. However, advance preparation by applicants to satisfy these items will help expedite the plan review process.

GENERAL INFORMATION TO BE PROVIDED BY THE APPLICANT:

IN ORDER TO ESTABLISH THE CORRECT OCCUPANCY CLASSIFICATION(S) THE FOLLOWING INFORMATION IS REQUIRED
(USE ATTACHED SUPPLEMENTAL INFORMATION SHEET IF REQUIRED):

1. Provide specific information regarding the proposed use(s) within the proposed tenant improvement space(s):

2. Provide specific information regarding any proposed manufacturing processes to be employed within the proposed tenant improvement space:

3. Provide specific information regarding the types and quantities of all materials to be used or stored in the proposed tenant improvement space:

4. Provide specific information regarding the proposed method or storage for all materials to be used or maintained in the proposed tenant improvement space:

5. Provide a complete list and layout of all proposed equipment to be located in the proposed tenant improvement space:

6. Indicate the total number of employees that will be in the proposed tenant improvement space at any time: _____
7. Specify the proposed business hours for the proposed tenant improvement space:

STATE C.A.C. TITLE 24 ENERGY REQUIREMENTS (STATE BUILDING STANDARDS):

1. The tenant improvement must comply with section 149 of the California Energy Efficiency Standards.
2. Forms ENV-1, MECH-1 and LTG-1 (if applicable) must be printed on the plans along with any other applicable energy compliance forms.

ELECTRICAL, PLUMBING, AND MECHANICAL CODE REQUIREMENTS:

PROVIDE FOR ALL NEW ELECTRICAL, PLUMBING AND MECHANICAL SYSTEMS TO THE POINT OF CONNECTION TO EXISTING BUILDING SYSTEMS.

1. Electrical Code: Panel schedules for new tenant panel(s) and show location of new panel(s). Indicate wiring method. Show service size and existing loads to insure service is adequate for new loads.
2. Plumbing Code: Building exterior: plot plan, material and pipe size of gas, water, and sewer.
Building interior: isometric, material and pipe size of drain, waste and vents.
3. Mechanical Code: H.V.A.C. equipment, ducting, fire dampers and registers type and sizes, grease hoods, toilet room ventilation, and roof access.

PLAN REQUIREMENTS:

1. Section 106.3.3 of the UBC requires that "Plans and specifications be drawn to scale upon substantial paper or cloth and shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of this code and all relevant laws, ordinances, rules and regulations." A detailed correction list will not be prepared until the plans are completed properly.
2. Provide fully dimensioned floor plans and plot plan.
3. Specify the scale of all drawings.
4. For all hazardous occupancies and all other occupancies where more than one exit is required the plans must be signed by a California licensed architect, civil, or structural engineer. All plans where structural modifications are made are required to be signed by a California licensed architect, civil, or structural engineer. Otherwise plans are to be signed by the person responsible for their preparation.
5. Due to the number and/or complexity of the corrections required, the corrections must be made on the original drawings and new prints made prior to resubmitting the plans. When resubmitting the new plans for recheck, return at least one copy of the original stamped and check plans.
6. The following statement must be on the plans: "These plans shall comply with the California Building Standards Code found in State of California Title 24 CCR as amended and adopted by the County of San Diego."

BUILDING CODE - GENERAL:

1. Provide a plot plan showing distances to property lines and to adjacent buildings on the same property. Also show the location of the tenant space within the building.
2. Indicate the floor area and type of construction of the building on the plans.
3. Specify the occupancy and occupant load on the plans.
4. If the building is sprinklered, indicate that sprinkler plans must be reviewed and approved by the fire department prior to the system modifications (UBC Sec. 106.3.3).
5. Indicate use of all adjacent spaces. Show any existing area separation walls, occupancy separation walls, shafts or rated corridors. Identify and provide construction details for new _____ hour _____ walls.
6. _____ hour wall / floor-ceiling assembly required at _____.
7. Identify existing walls to be removed, existing walls to remain and new walls. Identify walls as bearing walls or non-bearing partitions.

BUILDING CODE - OCCUPANCY REQUIREMENTS:

1. Verify adequate light and ventilation to all areas. Provide a complete window and door schedule.
2. Provide mechanical plans to show how ventilation is provided. Group A, B, E, H, I, M and S occupancies require a minimum of 15 cfm of outside air per occupant or provide natural ventilation by means of exterior openings with a minimum area of 1/20 of the total floor area (UBC Sec. 1202.2.1).
3. A one-hour separation is required between sales areas and storage areas. The occupancy separation need not be provided when any the following conditions exist:
 - A) The storage area is unsprinklered and does not exceed 1000 square feet,
 - B) The storage area is sprinklered and does not exceed 3000 square feet, or
 - C) The building is provided with an approved automatic sprinkler system throughout.
 - D) Provide details to show compliance (UBC Sec. 309.2.2).
4. Indicate on plans location of restroom facilities (UBC Sec. 2902.3).
5. A separate restroom shall be provided for each sex when the total number of employees exceeds four. (UBC Sec. 2902.3).

6. Provide ventilation for the restrooms (UBC Sec. 1202.2.1).

BUILDING CODE - CONSTRUCTION:

1. Provide a section view of all new partitions. Show:
 - (a) Type, size and spacing of studs. Provide gauge and I.C.B.O. report number for metal studs.
 - (b) Method of attaching top and bottom plates to structure (Note: top of partition must be secured to roof or floor framing, unless suspended ceiling has been designed for lateral load of partition).
 - (c) Wall sheathing material and details of attachment (size and spacing of fasteners).
 - (d) Height of partition and suspended ceiling.
2. Provide I.C.B.O. report number and detail lateral bracing for suspended ceiling (UBC Table 16-O).
3. Provide a suspended ceiling detail to indicate that a vertical compression strut will be installed attaching the main runner to the structure above at 12 feet on center in both directions and 6 feet from each wall, as required by UBC Table 16-O and.
4. Provide draft stop between suspended ceiling and wood frame floor construction every 1,000 square feet, or every 3,000 square feet in attics of combustible construction. The horizontal distance between draft stops shall not exceed 60 feet.
5. Provide firestops for double or staggered studs and concealed spaces.
6. Show wall and ceiling finishes. Show details of application of finishes at furred walls and ceilings and suspended ceilings. Specify manufacturer and indicate flame spread rating of all finishes (UBC Chapter 8)

BUILDING CODE - EXITING

1. Identify all existing and proposed doors on the plans. Specify the size, type and direction of swing for all doors.
2. Required exit doorways shall be not less than 36" in width and not less than 6' - 8" in height (UBC Sec. 1003.3.1.3).
3. NOTE ON THE PLANS: "Exit doors shall be openable from the inside without the use of a key or any special knowledge or effort".

EXCEPTIONS:

- (a) In Groups B, F, M and S occupancies, key-locking hardware may be used on the main exit when the main exit consists of a single door or pair of doors if there is a readily visible, durable sign on or adjacent to the door stating **THIS DOOR MUST REMAIN UNLOCKED DURING BUSINESS HOURS**. The sign shall be in letters not less than 1 inch high on a contrasting background. When unlocked, the single door or both leaves of a pair of doors must be free to swing without operation of any latching device. The use of this exception may be revoked by the building official for due cause.
4. Manually operated edge- or surface-mounted flush bolts and surface bolts are prohibited. When exit doors are used in pairs and approved automatic flush bolts are used, the door leaf having the automatic flush bolts shall have no door knob or surface-mounted hardware. The unlatching of any leaf shall not require more than one operation.
5. Exit doors in Group A, and H Division 1, 2 & 3 Occupancies shall not be provided with a lock or latch unless it is panic hardware.
6. Exit doors which serve an occupant load of 50 or more in Group E and I Occupancies shall not be provided with a lock or latch unless it is panic hardware.
7. Panic hardware, when installed, shall comply with the requirements of UBC Standard No. 10-4. The activating member shall be mounted at a height of not less than 30 inches nor more than 44 inches above the floor. The unlatching force shall not exceed 15 pounds when applied in the direction of exit travel.
8. Doors serving 50 or more occupants shall swing in direction of egress (UBC Sec. 1003.3.1.5).
9. Exit access shall not be interrupted by intervening rooms (CBCSec. 1004.2.2).
10. Sliding doors cannot be used as a required exit door, unless the door is provided with a special break-away device to allow the door to swing out in an emergency. Provide details and/or manufacturer's information (UBC Sec. 1003.3.1.2).
11. Show exit corridors as 44" wide minimum (net finished dimension). Dead-end corridors are limited to 20' when more than one exit is required from corridor (UBC Sec. 1004.3.4.2, 1004.2.6).
12. Corridor walls and ceilings must be of one-hour fire resistive construction. Provide construction details and identify rated corridors. (UBC Sec. 1004.3.4.3.1)
13. Corridor doors shall be protected by tight fitting smoke and draft control assemblies having a fire-protection rating of not less than 20 minutes. The door and frame shall bear an approved label or other identification showing the rating thereof. (UBC Sec. 1004.3.4.3.2.1)
14. Windows in corridor walls shall be protected by fixed glazing listed and labeled or marked for a fire-protection rating of at least three-fourths hour and complying with Sections 713.8 and 713.9. (UBC Sec. 1004.3.4.3.2.2)

15. For duct openings in corridors, see Sections 713.10 and 713.11. Where both smoke dampers and fire dampers are required by Sections 713.10 and 713.11, combination fire/smoke dampers shall be used. (UBC Sec. 1004.3.4.3.2.3)
16. Stairways within an occupant load of 50 or greater shall be 44 inches in clear width (UBC Sec. 1003.3.3.2).
17. Walls and ceilings of exterior exit balconies in Group R-1 occupancies serving an occupant load of 10 or more, in
 - a. Group I occupancies serving 7 or more, and all other occupancies serving an occupant load of 30 or more, shall be constructed of not less than one-hour fire-resistive construction. (See UBC Sec. 1006.3.2.3) Provide construction details.
18. The minimum tread width is 11 inches and maximum rise is 7 inches (UBC Sec. 1003.3.3.3).
19. Handrails are to extend a minimum of 12 inches beyond the top nosing and 12 inches, plus the tread width, beyond the bottom nosing (UBC Sec. 1003.3.3.6).
20. Indicate location of all exit signs to clearly show direction of egress. Exit signs must be provided when two or more exits are required from a room or area (UBC Sec. 1003.2.8).
21. Exit signs shall be readily visible from any direction of approach. Exit signs shall be located as necessary to clearly indicate the direction of egress travel. No point shall be more than 100 feet (30 480 mm) from the nearest visible sign. (UBC Sec. 1003.2.8.2)

BUILDING CODE AND TITLE 24 - HANDICAPPED REQUIREMENTS:

1. Provide enlarged restroom plans to show compliance with handicapped requirements (CBC-1115B).
2. Provide a minimum clearance of 18 inches between the strike and wall on the swing side of the door for door number(s) _____ (CBC, 1133B.2.4.3).
3. Provide a detail of the door thresholds to clearly indicate a maximum height of 1/2". Change in level between 1/4 inch (6 mm) and 1/2 inch (12.7 mm) shall be beveled with a slope no greater than 1 unit vertical to 2 units horizontal (50% slope). Changes in level greater than 1/2 inch (13 mm) shall be accomplished by means of a ramp. (CBC 1133B.2.4.1).
4. Provide a minimum of 60 inches level landing on the swing side of the door and 48 inches on the opposite site (CBC 1133B.2.4.2).
5. Specify that all door hardware shall be lever type, push-pull activating bars or panic hardware (CBC-1133B.2.5.2).
6. Indicate that doors with glazing shall be provided with 10 inch high smooth metal panel at the bottom (CBC-1133B.2.6).
7. Provide plan showing location of handicapped parking spaces, path of travel from parking to accessible entrance. (Title 24-1-1129B).